

# **Parks and Recreation Department**

## **Community Event Manager**

FLSA Status: Non-Exempt

### **General Definition of Work:**

This position is responsible for developing, implementing and managing City of Westfield Community Events and related work as apparent or assigned. Work is performed under the limited supervision of the Parks and Recreation Director. Office hours for this position are 7:30 a.m. to 4:30 p.m. Monday through Friday with a one hour unpaid lunch. Hours are subject to change due to work demands or as needed.

### **Qualification Requirements:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Essential Functions:**

Includes the following. Other duties may be assigned.

- Planning, organizing, promoting, facilitating and coordinating different types of events
- Strategic planning and research
- Reviewing event proposals or plans to determine time frame, funding limitations, procedures for accomplishing project, staff requirements and allotment of available resources to various phases of events
- Creating and revising plans and layouts for different events
- Preparing the event budget and handles money as laid out in city policies
- Preparation of event contracts
- Monitoring and coordinating the timeline of an event
- Preparing event reports
- Supervising and coordinating the partners and vendors associated with each event
- Coordinating with Graphic Designer for all event needs
- Promoting all event activities, through print, electronic or other media outlets
- Providing guidance and information pertaining of the event to the public
- Ensuring that all contractual obligations are met
- Ensuring the event location fulfills all building, health and safety requirement, local and state permits
- Making logistical plans (Park Maintenance and Public Works) for event set up/tear down;
- Developing emergency plan with Public Safety officials
- Supporting resources by developing and maintaining marketing and volunteer partnerships with outside organizations.

## **Knowledge, Skills and Abilities**

Event management, marketing principles and practices, fundamentals of writing and composition, social media, website design, contractual services and negotiating contract. Proficient in office software (Word, Excel, PowerPoint, Access, Adobe Creative Suite, etc.). Working knowledge of structure and operation of city, county, state and/or federal government. Working knowledge of laws, codes, regulations and ordinances as relates to town, county, state and federal government and additionally how these laws and regulations relate to Community Events. Develop project budgets and monitor expenditures; edit and design a variety of materials; write in a creative, descriptive, technical or factual manner; establish and maintain cooperative relationships with those contacted in the course of work; respond to sensitive matters and/or situations with discretion; excellent oral and written communication skills, excellent management and organizational skills, works well alone and in a team.

## **Education and Experience:**

Bachelor's degree with coursework in Event Management, Communications, Parks and Recreation or related field and moderate experience in graphic design, sponsorship/grant solicitation, and volunteer coordination.

## **Physical Requirements:**

This work requires the frequent exertion of up to 10 pounds of force; heavy lifting requirement up to 75 pounds; work regularly requires sitting, speaking or hearing, and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

## **Special Requirements:**

Valid driver's license in the State of Indiana  
CPR Certification  
First Aid Certification